

## Office Politics for Managers

You have likely experienced some form of Office Politics. Working with different personalities, opinions, backgrounds, and values is a challenge in any environment. It is an inevitable fact that when people are working together personalities can and will clash. No one is an island, so working together as a team is incredibly important for the organization and every employee.

Office Politics is about creating and maintaining better relationships. It is about communicating and working with your peers and colleagues in a way that is mutually beneficial. Employees who understand the positive aspects of Office Politics are better team members and end up being more successful and productive.



### Course Outline:

#### Module One: Getting Started

- Icebreaker
- Housekeeping Items
- The Parking Lot
- Workshop Objectives

#### Module Two: New Hires

- Company Core Values
- Building Relationships
- Encourage Respect
- Setting Ground Rules
- Case Study
- Module Two: Review Questions

#### Module Three: It's About Interacting and Influencing

- Dealing with Different Personalities
- Build a Culture of Collaboration
- Be Nice to Everyone (Not Just Those That Can Help You)
- Be a Team Player
- Case Study
- Module Three: Review Questions

#### Module Four: Dealing With Rumors, Gossip, and Half-Truths

- It's Effects on Moral
- Reinforce the Truth with Facts
- Do Not Participate
- Deal With it swiftly
- Case Study
- Module Four: Review Questions

#### Module Five: Office Personalities (I)

- Complainer

- Gossiper
- Bully
- Negative Ned/Nancy
- Case Study
- Module Four: Review Questions

#### **Module Six: Office Personalities (II)**

- Information Keeper
- Know-it-All
- The Apple-Polisher
- Nosey Neighbor
- Case Study
- Module Six: Review Questions

#### **Module Seven: Getting Support for Your Projects**

- Gain Trust through Honesty
- Be Assertive
- Blow Your Own Horn
- Make Allies
- Case Study
- Module Seven: Review Questions

#### **Module Eight: Conflict Resolution**

- The Importance of Forgiveness
- Neutralizing Emotions
- The Benefits of a Resolution
- The Agreement Frame
- Case Study
- Module Eight: Review Questions

#### **Module Nine: Ethics**

- Benefits of an Ethical Environment
- Lead by Example
- Ensuring Ethical Behavior
- Addressing Unethical Behavior
- Case Study
- Module Nine: Review Questions

**Module Ten: You Are Not an Island**

- Never Burn a Bridge
- Take the High Road
- Trust is a Two Way Street
- Don't Hide in Your Office
- Case Study
- Module Ten: Review Questions

**Module Eleven: Social Events Outside of Work**

- How to Decline Politely
- Rules When Attending
- Meeting New People
- Conversation Do's and Don'ts
- Case Study
- Module Eleven: Review Questions

**Module Twelve: Wrapping Up**

- Words from the Wise
- Review of Parking Lot
- Lessons Learned
- Completion of Action Plans and Evaluations